



# JOB OPPORTUNITY

## CALIFORNIA DEPARTMENT OF INSURANCE

### ASSOCIATE ADMINISTRATIVE ANALYST, ACCOUNTING

\$4,619 - \$5,616

#### BUDGET AND REVENUE MANAGEMENT BUREAU

#### BUDGET OFFICE

#### SACRAMENTO

#### RESPONSIBILITIES:

Under general supervision of a Budget Manager, the incumbent is responsible for providing technical support of the department's financial accounting system, Time Activity Reporting System (TARS), CalSTARS, and other administrative systems; providing user training, documenting system requirements, workflow, and operation procedures; and performing complex data analysis and reconciling of labor hours, expenditures, and other program cost accounting issues.

#### REQUIRED QUALIFICATIONS:

##### Demonstrated ability to do the following:

- In-depth knowledge of CalSTARS and Accounting Reports.
- Resolve complex and/or time-sensitive matters quickly.
- Accurately analyze data and independently propose alternatives to problems, and resolve expenditures and timekeeping discrepancies.
- Communicate effectively both orally and in writing.
- Develop effective working relationships with all levels of departmental management and program staff.
- Work proficiently on Oracle and Access databases.
- Work proficiently on Excel spreadsheets.
- Knowledge of Monarch software (preference).

#### WHO MAY APPLY:

Applications will be accepted only from current California Department of Insurance employees at the Associate Administrative Analyst (Accounting) level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. **Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, transfer, or list eligibility) on the state application.**

#### APPLICATION PROCEDURE:

Send a completed standard State of California application to Tina Brown, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Associate Administrative Analyst, Accounting" 413-190-5304-006 on the State application.**

Applications received without this information may not be considered for review. For additional information, please call (916) 492-3351 or e-mail [brownt@insurance.ca.gov](mailto:brownt@insurance.ca.gov).

**FINAL FILING DATE:** March 4, 2013 – Close of Business (5:00 pm)

02/21/13 tb

**DO NOT SUBMIT APPLICATIONS TO THE CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.